

# Playbook for K-12 School Spring Events 2021

Proposed Guidance for Prom,  
Graduation, and other Spring  
Events in the 2021 School Year

Updated: 6/10/21



# Purpose of playbook and directions for use

## What is the purpose of this playbook?

The purpose of this document is to provide school leaders health and safety guidance for planning and executing Spring Events and activities during the COVID-19 pandemic.

This guidance was created by a working group consisting of more than a dozen school leaders, including superintendents and principals, in collaboration with the RIDOH, RIDE, and EdOC.

The goal of this guidance is to help schools maintain a level of normalcy, while using mitigation measures to reduce the spread of COVID-19.

## How should I use this playbook?

Please keep this playbook in an area that is **easily accessible** for reference.

This playbook is intended to **share general best practices and health and safety guidance** for hosting **Spring Events** that can be used by **all schools**.

*\* Note: PreK-12 schools and childcare providers may adopt policies that are stricter than State guidelines.*

# Table of Contents

<b>Spring Events Planning</b>	
Face Coverings	5
Appointing Key Leaders	6
Completing a Control Plan	7
Capacity of Venues and Spaces	8
Timing of Subsequent Events	9
At-The-Door Screening	10
Disinfecting and Cleaning	11-12
Post-Event Guidance	13
<b>Prom Planning</b>	
Testing and Consent	15
Dancing & Masking	16
Dining	17
DJs or Bands	18
Additional Mitigation Areas	19

<b>Graduation Planning</b>	
Testing and Consent	21
Social Interaction	22
Diplomas	23
Space Layout	24
Additional Mitigation Areas	25
Further Reading and References	26
Sample Pre-Screening Form	27
Symptoms of COVID-19	28
Glossary	29 - 32

# **Planning for Spring Events 2021**



---

**General Guidance for All School  
Sponsored Spring Events**

# Face Coverings

---

**As the CDC guidance and Rhode Island Executive Orders continue to evolve, this guidance has been adjusted to reflect the variety of Spring Events held by schools.**

## **Outdoor Pk-12 Events:**

- Rhode Islanders and visitors to Rhode Island, both fully vaccinated and unvaccinated, generally do not need to wear masks outdoors. People who are unvaccinated are encouraged to wear masks outdoors in crowded settings or during activities where they are in close contact with other people who are not fully vaccinated. Close contact means you've been within six feet of someone with COVID-19 for a total of 15 minutes or more in a 24-hour period.

## **Indoor Pk-12 Events:**

- Per the CDC school recommendations, all in attendance must wear a mask.

# Pre-Event Planning: Appointing Key Leaders

It is recommended that schools create Planning Teams, members of which should include an **Event Organizer** that liaises directly with RIDOH and a **Contact Tracing Specialist** (typically the school nurse).

**The Planning Team's key responsibilities would include:**

- Ensuring that event plans stay in compliance with published guidance
- Working directly with contractors, chaperones, and staff to ensure compliance
- Compile contact info and vaccination date (if applicable) of all attendees
- Ensuring mass communication system is in place in case there is a positive case and attendees need to be contacted in a timely manner
- Once venue location, day, time are definitive, complete the [COVID-19 Control Plan](#) and communicate the key aspects of the plan to school leaders and other necessary school staff

# Pre-Event Planning: Completing a Control Plan

Schools will be required to complete a [COVID-19 Control Plan](#) before the start of the event. This will serve as the written planning document.

- Having a written record allows transparency with the community.
- If a venue has an existing COVID-19 plan, the planning teams should work to ensure it is compliant with guidance and is integrated within the school's plan.

# Pre-Event Planning: Capacity of Venues and Spaces

---

- It is recommended schools utilize venues with robust circulation and ventilation systems.
- Beginning May 21, capacity limits were lifted for both catered events and venues of assembly. There are currently no capacity limits for school-hosted spring events as long as the required social distancing requirements can be upheld.



# **Pre-Event Planning: Timing of Subsequent Events**

---

**Option 1:** Consider holding other Spring Events (i.e. Prom and Graduation) on the same weekend to minimize cost (if renting a tent and/or other supplies) and minimize possible contact tracing efforts.

**Option 2:** Consider having ample time between Prom and Graduation to minimize the number of students who would have to miss one event if there was a positive case following the initial event.

# Event Day Management: At-The-Door Screening

---

- All attendees must be pre-screened for COVID-19 symptoms at the door before entry to the event. See sample screening tool on slide 27.
- Schools are encouraged to use “touchless” registration and pre-screening by leveraging use of digital ticket sales and pre-screening programs.

# Event Day Management: Disinfecting and Cleaning

- Plan to schedule additional janitorial or other staff devoted to cleaning and disinfecting high-traffic or high-touch areas.
- Plan for conveniently placed sanitation stations (i.e., at entry/exit points, high touch areas, and/or each table).
- Limit the number of shared items, such as eating utensils or drinking glasses. Use disposable or single-use items where feasible.
- Clean microphones between users.
- Only use EPA approved disinfectants or 1/3 cup of bleach per gallon of room temperature water for cleaning and disinfecting high-traffic or high-touch areas.

# Event Day Management: Disinfecting and Cleaning (cont.)

- To verify that a product is effective against the SARS-COV2 virus, search the EPA's List N using the product's EPA number found on the product label.
- Follow the product manufacturer's cleaning instructions.
- EPA website: [www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19](https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19)

# Post-Event Guidance

---

- Attendees who become symptomatic after the event will contact the event planning team's contact tracing specialist and schedule a COVID-19 test.
- Encourage safe post-event activities.
- Consider hosting in-school PCR or rapid testing events for students and staff who attended events.

# **Planning for High School Prom 2021**

---

**Pre-Prom Planning**  
**Prom Day Management**  
**Post-Prom Guidance**

# Pre-Prom Planning: Testing and Consent

- Testing is strongly recommended. Schools may choose to accept a PCR or Rapid Antigen Test result, or both types equally. Proof of vaccination is acceptable in place of a test. **RIDOH and EdOC may be able to help with mass testing before Prom.** Contact Raquel Woodmansee, [raquel.woodmansee@ride.ri.gov](mailto:raquel.woodmansee@ride.ri.gov), for more information.
- Letters of understanding should be shared with the school community to outline the 2021 Prom plans and requirements for attendance (e.g., testing, contact tracing procedures, dancing guidelines, mitigation measures, etc.). The recommendation is that the letter of understanding is signed by each student/guardian as a condition of purchasing a ticket for the event.
- Schools should develop a plan for screening attendees for COVID-19 symptoms. One option is to use the questions included on the template on slide 27.

# Prom Day Management: Dancing and Masking

- Open dance floors permitted
  - Recommended that event organizers discourage excessive crowding on dance floors.
- At this time, all indoor Prom participants must remain masked except in the following circumstances:
  - While eating and drinking at assigned table.
  - While taking formal Prom pictures.
- Prom participants generally do not need to wear a mask outdoors. See slide 5 for details.



# Prom Day Management: Dining

---

- There are no longer any table capacity limits.
- Tables must be spaced 3 feet apart indoors.  
There are no spacing limits outdoors.
- Assigned seating and seating plan are required.
- Self-service stations and buffets are now allowed.

# Prom-Day Management: DJs or Band

---

- **Indoors:** If masks are not worn by performers, there must be at least 6 feet of physical distance between performers and any other person, including other performers. If masks are worn, there must be at least 3 feet of physical distance between all performers.
- **Outdoors:** Performers do not need to wear masks or maintain 3 feet of social distancing.

# Prom Day Management: Additional Mitigation Areas

---

- **CI/CT:** Table seating plans are required. Prom Planning Teams must keep the seating plans and all attendees' contact information on record for at least 30 days. It is recommended that schools have a mass communication plan to rapidly notify/message all attendees if widespread transmission occurs.
- **Additional Mitigation Measures:**
  - Pre-plan ingress and egress to allow for minimum of 3 feet of physical distancing
  - Plan to reduce number of students in restroom at the same time
  - Conduct regular disinfecting of common areas
  - Make hand sanitizer readily available

# **Planning for High School Graduation 2021**



---

**Pre-Grad Planning  
Grad Day Management  
Post-Grad Guidance**

# Pre-Grad Planning: Testing and Consent

---

- Testing for all indoor graduation events is strongly recommended. Proof of vaccination is acceptable in place of a test.
- **RIDOH and EdOC may be able to facilitate mass testing events for schools before events.** Contact Raquel Woodmansee, [raquel.woodmansee@ride.ri.gov](mailto:raquel.woodmansee@ride.ri.gov), for more information.
- Schools should develop a plan for screening attendees for COVID-19 symptoms. One option is to use the questions included on the template on slide 27.
- Schools are encouraged to be transparent with families for conditions for graduation attendance.

# Grad Day Management: Social Interaction

- **Indoors:**
  - All attendees are required to wear properly fitting masks if indoors. Graduates may remove their masks to have their picture taken while receiving their diploma.
  - Visitors of one graduate can be seated together as a stable group. There must be at least 3 feet of spacing between each stable group. Graduates must be seated at least 3 feet from one another.
- **Outdoors:**
  - Graduation attendees are not required to wear a mask. See slide 5 for details.
  - Recommend that schools space out guests as they can, but there is no longer the requirement of 3 feet of spacing between graduates or stable groups.
- Schools will choose to adopt methods of establishing stable groups using seating charts. Guidance is flexible to allow for differing sizes and spaces of venues.

# Grad Day Management: Diplomas

---

- Diplomas may be distributed hand to hand as long as masking guidelines and proper hand hygiene are followed before and after diploma acceptance.
- Potential alternative plans include:
  - Have students pick up their diploma cover (without the diploma) before graduation day. Have them carry it to the stage to hold for a photo opportunity.
  - Have a table with diplomas in their covers. Clearly label covers on the outside. Have students pick up their diplomas on arrival at the venue. Have students carry their own diplomas to the stage as their names are called.
  - Before graduation day, distribute template diplomas with generic information that students can carry up to the stage to use for a photo opportunity.

# Grad Day Management: Space Layout

---

- Assigned seats are required for both graduates and attendees.
- Pre-plan entrance and exit to allow for minimum of 3 feet of physical distancing as possible. Plan to have separate entrance and exits and staggered arrivals and releases to avoid congestion at the entrances and exits.
- Consider having local fire/police to help usher families to their vehicles after the event has concluded.
- Consider live stream options for those unable to attend in person.
- For indoor events, schools should limit the length of the event and hold ceremonies in well-ventilated spaces.



# Grad Day Management: Additional Mitigation Areas

- **CI/CT:** Graduation planning team keeps all attendees' contact information on record for at least 30 days. It is recommended to have a mass communication plan to rapidly notify/message all attendees if widespread transmission occurs.
- **Additional Mitigation Measures:**
  - Clean microphones between users, especially if speakers are not wearing a mask
  - Limit numbers allowed in restrooms and schedule frequent cleanings
  - Conduct regular disinfecting of common high-touch areas
  - Make hand sanitizer readily available at entrances/exits

# Further Reading and References

Coronavirus disease 2019 (COVID-19). (n.d.). Retrieved March 18, 2021, from <https://www.cdc.gov/coronavirus/2019-ncov/>

*COVID-19 Screening Tool* [PDF]. (n.d.). Rhode Island: State of Rhode Island.

*Event Template: COVID-19 Control Plan* [PDF]. (2020). Rhode Island: State of Rhode Island.

*Events and Gathering: Readiness and Planning Tool* [PDF]. (n.d.). The Center for Disease Control.

List N: Disinfectants for coronavirus (covid-19). (2020, December 15). Retrieved March 18, 2021, from <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>

*Phase III Guidelines for Restaurants* [PDF]. (2020, November 6). Rhode Island: State of Rhode Island.

*Protect Your Household Guidance* [PDF]. (2021, March 12). Rhode Island: State of Rhode Island.

Van den Berg, P., Schechter-Perkins, E. M., Jack, R. S., Epshtein, I., Nelson, R., Oster, E., & Branch-Elliman, W. (2021). Effectiveness of three versus six feet of physical DISTANCING for CONTROLLING spread of COVID-19 among primary and secondary students and STAFF: A Retrospective, STATE-WIDE cohort study. *Clinical Infectious Diseases*. doi:10.1093/cid/ciab230

# Event Day Management: Sample Pre-Screening Form

HAVE YOU EXPERIENCED ANY OF THE FOLLOWING SYMPTOMS IN THE PAST 24 HOURS?	YES	NO
FEVER OR CHILLS		
SHORTNESS OF BREATH		
NEW LOSS OF TASTE OR SMELL		
HEADACHE		
COUGH		
NAUSEA OR DIARRHEA		
MUSCLE OR BODY ACHES		
RUNNY OR STUFFY NOSE		
FATIGUE		
HAVE YOU BEEN IDENTIFIED AS A CLOSE CONTACT BY A SCHOOL OFFICIAL OR THE DEPRATMENT OF HEALTH AND DIRECTED TO QUARANTINE FOR THIS DATE?		
HAVE YOU TESTED POSITIVE FOR COVID-19 WITHIN THE PAST 10 DAYS?		
HAVE YOU TRAVELED OUTSIDE THE 50 STATES OR DISTRICT OF COLUMBIA IN THE PAST 10 DAYS?		
HAVE YOU TRAVELED TO RHODE ISLAND FROM A HOT SPOT WITHIN THE 50 STATES AND THE DISTRICT OF COLUMIA WITH THE PAST 10 DAYS?		

(School Name) Prom 2021 COVID Attestation Form Template

Student Name:  
Date:  
Parent/Guardian Name:  
Grade:  
  
School Name (if different):

*I hereby attest that the following information is accurate and legitimate to the best of my knowledge.*

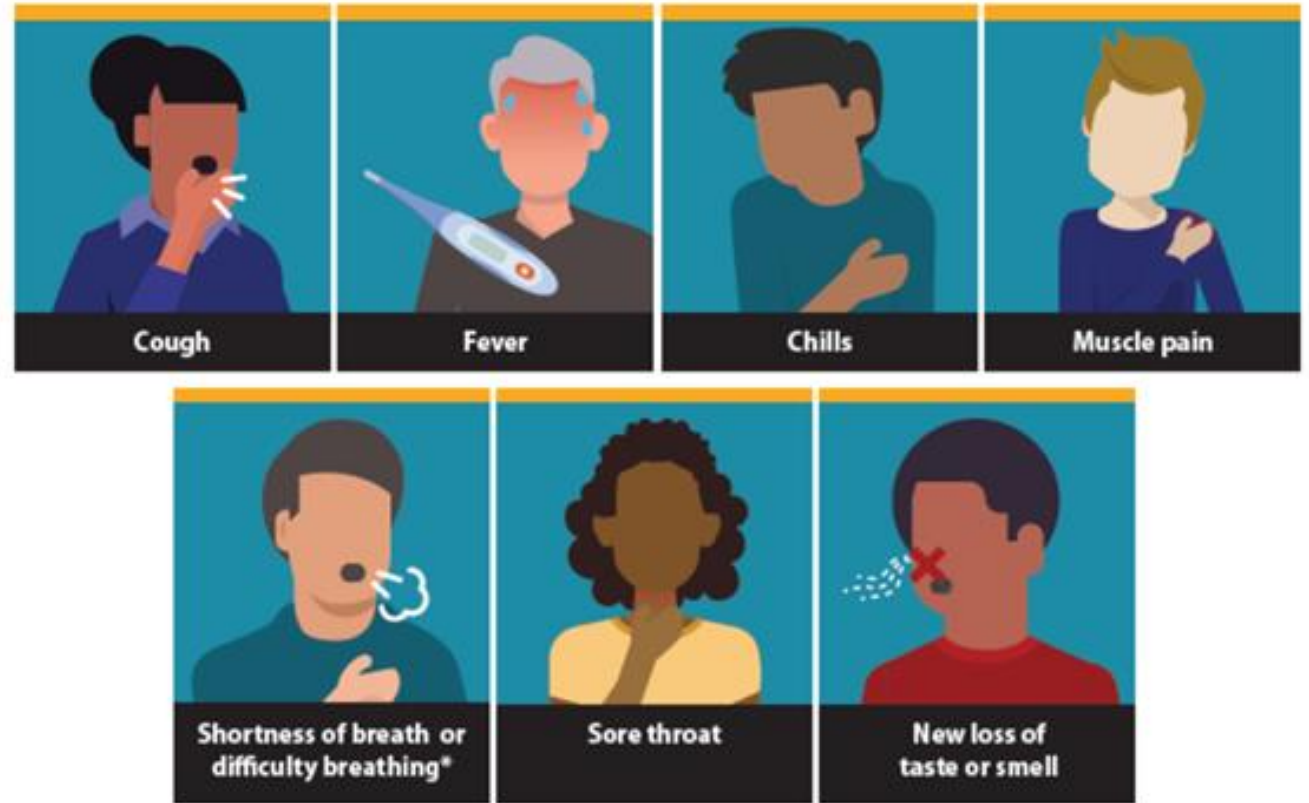
Signature of Student/Parent/Guardian:  
  
Date:

Crosswalk grid to left with updated screening tool at link below—don’t know on my end what differs for schools (Erin Dugan)

This form is available online at [health.ri.gov/forms/screening/COVID19\\_Employee\\_Screening\\_Tool.pdf](https://health.ri.gov/forms/screening/COVID19_Employee_Screening_Tool.pdf) [only include if consistent]

# Symptoms of COVID-19

- Fever or Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

# Glossary

Term	Definition
Attestation	In reference to COVID-19 screening, attestation is the act of providing written verification or proof that you do not meet the probable criteria of being currently ill with COVID-19
Close contact	Being within 6 feet of an infected person, with or without a face mask, for a total 15 minutes over a 24-hour period or having unprotected direct contact with secretions or excretions of a person with confirmed COVID-19 during the infectious period
Community transmission	Occurs when individuals acquire COVID-19 through contact with someone in their local community, rather than through travel to an affected location
Confirmed case	A person who has tested positive for SARS-CoV-2 infection (the virus that causes COVID-19)
Contact tracing	Process of identifying individuals who have had close contact (see definition above) with someone infected with COVID-19
Consistent/Stable Group	A consistent group of students and staff who interact with each other but not with members of other groups on a regular basis. Groups should be as small as possible, with maximum numbers outlined in the different reopening scenarios. When in a stable group, each group member must physically distance themselves from each other and from other consistent groups.

# Glossary

Term	Definition
COVID-19	Abbreviation for the disease caused by the novel coronavirus SARS CoV-2
EdOC	Education Operation Center. The Education Operations Center (EdOC) is an interagency center located at the RI Department of Education that brings together expertise from a range of state agencies to collaborate, coordinate, and communicate efficiently with schools
Incubation period	The time between exposure to an infection and the appearance of first symptoms. The virus that causes COVID-19 has an incubation period of 2-14 days
Infectious period (asymptomatic cases)	2 days before testing (the date the swabbing was conducted) until CDC criteria to discontinue isolation are met
Infectious period (symptomatic cases)	2 days before symptom onset until CDC criteria to discontinue isolation are met

# Glossary

Term	Definition
RIDE	Rhode Island Department of Education
RIDOH	Rhode Island Department of Health
Screening	Assessing individuals for symptoms of COVID-19 verbally or via self/parent attestation. Temperature checks may be performed by the school if desired.
Symptomatic individual	A person who is experiencing one or more of the symptoms of COVID-19 as defined in <a href="#">CDC guidelines</a>
Testing	Two types of tests are available for COVID-19: viral tests and antibody tests. Viral tests indicate if you have a current infection while antibody tests indicate a previous infection. Throughout this document, 'testing' refers to the viral test to diagnose a person with COVID-19.
Vaccination	Used interchangeably with immunization or inoculation. A person who is vaccinated for COVID-19 is not required to quarantine as a close contact. Some other restrictions are also reduced for those who are vaccinated.

# Glossary

Term	Definition
Isolation	Process of separating individuals who are infected with COVID-19 from others. Isolation lasts a minimum of: 10 days from symptom onset if symptomatic. 10 days from the date of specimen collection (test) if asymptomatic. 20 days for individuals with severely immunocompromising conditions.
Protocol	Recommended actions to follow if a probable or confirmed case of COVID-19 occurs
Probable case	Individual who has at least one of the following symptoms: cough, shortness of breath, difficulty breathing, new loss of smell or new loss of taste, OR at least two of the following symptoms: fever (measured > 100.4 degrees Fahrenheit or subjective) or chills (rigors), body aches (myalgia), headache, sore throat, nausea or vomiting, diarrhea, fatigue, or congestion or runny nose
Quarantine	Process of separating and restricting the movement of individuals who were in close contact with someone who tested positive or had symptoms of COVID-19. Persons in quarantine should self-monitor for 14 days for symptoms and seek medical advice as needed. RIDOH recommends all close contacts of people with COVID-19 get tested on day 5 of quarantine or later. <b>Close contacts who are vaccinated are not required to quarantine.</b> Details at <a href="https://covid.ri.gov/whattodo">covid.ri.gov/whattodo</a>